

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Michael C. Barger			JOB NUMBER (JN) As-needed	CONTROL SECTION (CS) As-needed
DESCRIPTION IF NO JN/CS As-needed Survey Services - Statewide				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input checked="" type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING \*\* ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page 1 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL/BID DUE DATE 12/27/07	TIME DUE 3:00 pm
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Michael C. Barger, PS  
425 W. Ottawa Street, B220  
P.O. Box 30050  
Lansing, MI 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
DESIGN SERVICES  
“As-Needed” Design Survey Services**

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT DESCRIPTION:**

The Consultant will be expected to provide experienced personnel for Design Survey services on an as needed basis for MDOT design projects. Such tasks would include but may not be limited to work in the following areas of survey: Road Design Survey, Hydraulics Survey, Structure Survey, Photogrammetric Ground Control Survey and ROW Survey.

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Photogrammetric Ground Control Surveys, PPMS Task 3320  
Road Design Surveys, PPMS Task 3330  
Structure Surveys, PPMS Task 3340  
Hydraulic Surveys, PPMS Task 3350  
Right-of-Way Surveys, PPMS Task 4510

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

None

**DBE REQUIREMENT:**

This Scope of Services has a **0 %** DBE qualification. It is the intent that any project done under this ‘as-needed’ contract will be under \$100,000, each instance.

**MDOT PROJECT ENGINEER MANAGER:**

Michael C. Barger, P.S.  
Michigan Department of Transportation  
Van Wagoner Building  
425 W. Ottawa Street, B220  
P.O. Box 30050  
Lansing, MI 48909  
517-241-3431  
[bargerm@michigan.gov](mailto:bargerm@michigan.gov)

## **NUMBER OF CONSULTANTS & ESTIMATED CONTRACT COSTS**

Up to four (4) consultants will be chosen for “as-needed” contracts up to \$250,000 each. Number of projects assigned to each consultant will be determined by future workload.

## **GENERAL PROJECT INFORMATION:**

Full time services will not be required on all projects at all times. This contract is for “as needed” services, based on the intermittent needs of the MDOT Lansing Design Survey Unit. It must be noted that a consultant award under this contract is not a guarantee of consultant Authorization.

The MDOT Lansing Design Survey Project Manager / Consultant Coordinator will contact the Consultant for specific services through a **Request for Consultant Survey Staff Letter, Attachment C** of this Scope of Services, stating the MDOT Job Number and Control Section, route, survey services needed, the project description, and a timeframe in which the work shall be required for completion. The Consultant will then review this request and inform MDOT of their availability and willingness to work on this project, as well as the names of the Consultant’s personnel chosen to work on the project, within two days of receiving the Request for Consultant Survey Staff letter. An estimated cost will also be submitted to MDOT prior to the Consultant beginning work. Every attempt will be made to submit requests at least one week prior to the need for personnel. If the Consultant accepts the MDOT work assignment a meeting will be set up between MDOT and the Consultant to review the information in the Request for Consultant Survey Staff Letter and the Consultant’s proposal and personnel.

The Consultant will need to get approval of the MDOT Lansing Design Survey Project Manager prior to using personnel not evaluated in this proposal. An amended Form 5100G will need to be submitted along with a resume and a reason for the switch to assure MDOT a comparable substitute is being utilized. If the Consultant does not get pre-approval for this substitution, MDOT will not accept the hours worked as legitimate and the Consultant will be working at their risk.

The MDOT reserves the right to grant final work authorization based on the Consultant’s understanding of the specific survey project tasks and personnel. If the Consultant is unable to fulfill a request MDOT may utilize a different Consultant awarded under this As Needed Scope for Consultant Survey Services. There will be up to a total of four (4) Consultant awards under this As Needed Scope for Consultant Survey Services.

This contract will cover “as needed” services for a period of 1 year from date of initial Authorization. Each of the selected firms may receive an Authorization rotationally on a per project basis. The consultant may work on an “as needed” basis for up to a total of \$250,000 provided the consultant has performed adequately on the previous project. **A Consultant may not work on any more than two (2) “as needed” jobs for any Region Surveyor or Survey Consultant Project Manager at any given time, unless allowed in writing by the MDOT Lansing Design Survey Project Manager.**

### **PAYMENT SCHEDULE:**

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

### **CONSULTANT PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

This scope is for "as needed" services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

## **MONTHLY PROGRESS REPORT**

On the first day of each month, the Consultant shall submit a monthly project progress report to the MDOT Project Manager. The monthly progress report shall address the following items:

1. Work accomplished during the previous month.
2. Anticipated work and goals for the coming month.
3. Real problems which occurred during the month, and anticipated problems for the coming month.
4. Any updates on the project schedule including explanations for any delays or changes in schedule, scope, or work plan.
5. Any early reviews or submittals such as adjustments, computations, or alignment.

## **GENERAL REQUIREMENTS:**

1. Surveys must comply with **all Michigan law** relative to land surveying.
2. Surveys must be done under the **direct supervision** of a Professional Surveyor licensed to practice in the State of Michigan.
3. Work in any of the following categories of survey: Road Design, Structure, Hydraulic, Right-of-Way, and/or Ground Control (Photogrammetric) must be completed by a survey firm which is pre-qualified by MDOT.
4. Surveys must meet all requirements of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated March, 2007. Please contact the Design Survey office to clarify any specific questions regarding these standards.
5. The Consultant is responsible for using the latest MDOT CAiCE Feature Codes, files and tugboat (macro), available on the MDOT File Transfer Protocol (FTP) site. **The CAiCE software used must be Version 10.5 or newer. The Consultant must also use MicroStation Version 8.**
6. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property. This includes an up-to-date permit from the MDOT Utilities Coordination and Permits Section

7. Prior to performing the survey, the Consultant must contact all landowners upon whose lands they will enter. The contact may be personal, phone or letter, but must be documented. This notice must include the reasons for the survey on private land, the approximate time the survey is to take place, the extent of the survey including potential brush cutting, and an MDOT contact person (the MDOT project manager).
8. The Consultant must contact any and all Railroads prior to commencing field survey on railroad property. The cost for any permit, flaggers and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Consultant's proposal.
9. The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job.
10. Consultants are responsible for a comprehensive and conscientious research of all records, including MDOT records, essential for the completion of this project.
11. Measurements, stationing, recorded data, and computations must be in **International Feet**.
12. Coordinate values must be based on the Michigan Coordinate System of 1983 (MCS 83), Appropriate Zone. All elevations must be based on the North American Vertical Datum of 1988 (NAVD88).
13. For a **Road Design Survey**, **one complete sets of survey notes and 3 CDs** must be submitted to the Design Survey Unit in 10" by 12" divided portfolios with flap covers. For a **Structure Survey**, **two** complete sets must be submitted. As many portfolios should be used as are needed to contain all of the required documents and Compact Discs.
14. The Consultant representative shall record and submit typewritten minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
15. The MDOT Project Manager is the official contact for the Consultant. The Consultant must either address, or send a copy of all correspondence to the MDOT Project Manager. The MDOT Project Manager shall be made aware of all communications regarding this project. Any questions regarding this award or any subsequent project should be directed to the Design Survey Consultant Coordinator and Project Manager, Thomas Bogren, at 517-335-1914, or e-mail [bogrent@michigan.gov](mailto:bogrent@michigan.gov).



At the completion of this survey, all field survey notes (legible copies will suffice), all electronic data, and all research records obtained for this project will be considered the property of MDOT and must be sent to: MDOT, Design Division, Consultant Coordinator / Survey Project Manager, P.O. Box 30050, Lansing, MI 48909. Please use MDOT's Form 222 entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals.

NOTE: It is recommended that the project's horizontal and vertical control adjustments be submitted for review as soon as it is available.

## **WORK RESTRICTIONS**

The Consultant must notify the closest MDOT Transportation Service Center Traffic & Safety Engineer prior to submitting a priced proposal and prior to beginning work activities in the project area.

The MDOT TSC Traffic & Safety Engineer must be notified at least two weeks prior to lane closures so advance notice can be posted on the Web site.

No work shall be performed or lane closures allowed during the Memorial Day, Independence Day, or Labor Day holiday periods. The Memorial Day and Labor Day holiday periods are defined as beginning on Thursday at 6:00 PM until normal starting time on Tuesday. The Independence Day holiday period is defined as beginning on Thursday, June 29th at 6:00 PM and continuing until Wednesday, July 5th at normal starting time.

Traffic shall be maintained by the Consultant throughout the project in accordance with Sections 812, 922, 103.05 and 103.06 of the *Standard Specifications for Construction*, 2003 edition, [www.mdot.state.mi.us/specbook/](http://www.mdot.state.mi.us/specbook/), and Supplemental Specification 03SS001(2) Errata to the 2003 Standard Specifications and all other supplemental specifications currently in effect against the Standard Specifications for Construction. All traffic control devices shall conform to the current edition, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting.

The Consultant shall use MDOT standard "maintaining traffic" typicals for any and all closures. Typical MDOT traffic control diagrams are available on line at [www.mdot.state.mi.us/tands/plans.cfm](http://www.mdot.state.mi.us/tands/plans.cfm)

## **FIELD SURVEY**

The purpose of a field survey is to obtain information and/or data required by / for the project design engineer, to leave horizontal and vertical control in the field for future construction staking, and to provide a sufficient history of the area to enable the MDOT Design Survey Unit to perform dependable surveys in the future.

The Consultant will be made aware of the scope for each “as needed” project through the use of Attachment C for specific detail. For the preferred methods, refer to the Standards of Practice dated March, 2007 or contact the Survey Consultant Project Manager. Any discrepancy or contradiction will be resolved by applying the following list:

1. Written instructions from the Survey Consultant Project Manager or Region Surveyor
2. The scope of the project, or in this case, the Attachment C
3. MDOT Survey Standards of Practice, dated March, 2007
4. MDOT Design Survey Manual
5. Accepted Survey practice, documented in books from disinterested third parties or paper form from state or federal agencies

**ATTACHMENT “C”  
MDOT REQUEST FOR CONSULTANT SURVEY STAFF**

Date: February, 2008 thru February, 2009

Company Name  
Attn: Pat Tripod, PS  
123 Fake Address Parkway  
Oneofthetowns, MI 4\*\*\*\*

VIA: eMail

MDOT requests consultant survey staff and services for the following project under the contract number 200x-xxxx (x), Scope of Services for Consultants “As Needed” Design Survey Services for Lansing Design Support Area Survey Unit.

JOB NUMBER: \*\*\*\*\*

CONTROL SECTION: \*\*\*\*\*

ROUTE:

TYPE OF SURVEY: Design Survey Tasks 3330-3350, 4510

PROJECT DESCRIPTION: Complete topographic mapping along route between Road 1 and Road 2, including ramps.

**Research:** See attached.

**Control:** Two primary control monuments are to be located intervisibly and in the project area as defined in the Mapping section of this document. At least four benchmarks are to be left in the field: one in each cardinal direction of the bridge located within the project area.

**Alignment:** None.

**Property:** None. Right of Way to be determined by visual inspection only: fence location or pacing from centerline.

**Mapping:** Topographic mapping is required for replacement of structure and redesign of ramps.

- Limits along US-23 are from Station 1171+00 to 1206+00 from ROW to ROW (fence to fence). The North abutment of the structure over the Huron River with detail for reference only. Abutments for Geddes Road bridge must be properly depicted. All ramps and gore areas are included.
- Limits along Geddes Road begins 700 feet West of the Westerly ramp and ends 300 feet East of the intersection of Geddes Road and Dixboro Road from ROW to ROW. Limits also include 300 feet North and South of the Geddes Road intersection along Dixboro Road.

PROJECT DELIVERABLES:

The March 2007 Standards of Practice and the March 2007 MDOT QA/QC Checklist will be utilized as the **guidelines** for the project submittal.

PROJECT DUE DATE: 17 WEEKS after final work authorization is issued.

**Receipt of this request requires the Consultant to notify the undersigned regarding the availability of the Consultant's staff to work on this project and acceptance of the above terms and conditions in writing within two working days. A detailed cost proposal with a breakdown of man hours and tasks will be required and reviewed prior to obtaining a final work authorization.**

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Michael C. Barger, P.S.  
Lansing Survey Project Manager

FAX: 517-241-4631

\_\_\_\_\_  
Pat Tripod, PS  
Company Name  
Date: \_\_\_\_\_